



**Department of Health and Human Services
Office of the Commissioner
Policy and Procedure Statement**

Policy # DHHS-28-06

Issue Date: 5/8/06

Revised Date:

I. SUBJECT

Policy regarding solicitation in the workplace

II. POLICY STATEMENT

The Department of Health and Human Services (DHHS) recognizes the value of employees working in an environment that is free from interruptions, distractions, and unwanted appeals for money or other requests for financial support of charitable organizations or causes.

III. RATIONALE

Solicitation can undermine employee concentration, interfere with productivity, and foster a potentially uncomfortable atmosphere within work units, and is therefore not generally permitted in the workplace.

IV. PROCEDURE STATEMENT

The Maine State Employees Combined Charitable Appeal (MSECCA) is the only authorized solicitation permitted in the workplace.

No other solicitations that involve direct requests for donations or pledges to employees by telephone, email or in person are permitted. Notices and pledge sheets may be posted or left in designated employee break areas as long as they are confined to those areas and employees are not solicited individually.

Each employee is personally responsible for compliance with this policy.

V. DEFINITIONS

- A. Solicitation: Any direct or implied request, announcement, pamphlet, or any other type of communication appealing for money in exchange for goods or services, or for donations. For the purposes of this policy, solicitation does not include donations for cards, flowers, or other nominal offerings relating to traditional expressions of condolence or well wishes such as employee birthdays, family or personal illness, promotions, retirement, etc.
- B. Workplace: Any location DHHS employee's work, to include DHHS owned or leased space, and outside locations where employees are in work status.

VI. DISTRIBUTION

All Staff

5/8/06

Effective Date

Brenda M. Harvey
Commissioner